

SECRETARY OF THE SENATE
17 APR -3 PM 1:50

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Melanie Ann Steele

Employing Office/Committee: Risch

Private Sponsor(s) (List all): HDI

Travel Date(s): February 17-23, 2017

Description/Title of Attached Forms: PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.

163 April 2017
(Date)

Melanie A Steele
(Signature of Traveler)

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The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

HDI will work with ACC on logistics and all travel arrangements from start to finish. HDI will consult with the U.S. Embassy in Lilongwe on any country-specific issues and travel advisories. HDI and ACC will schedule meetings with U.S. Embassy, Malawi Gov't, civil society, business leaders, children's rights orgs.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

HDI works to promote dialogue between the U.S. Congress, the United Nations and foreign entities. This program is part of a series of fact-finding overseas Congressional programs organized by HDI. Program to Malawi is being co-sponsored by ACC, a U.S. non-profit focused on children's rights. HDI and ACC

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

HDI sponsored 49 delegations to the United Nations Headquarters. Over 600 offices have participated in these programs on bipartisan basis, from both House and the Senate. HDI also organized 20 overseas

fact-finding programs to various locations on bipartisan and nonideological basis to promote dialogue.

~~ACC have not sponsored congressional trips. HDI and ACC have decided to join in co-sponsoring this congressional program to show staff values of humanitarian programs and state of country/regional affairs.~~

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACC works with orphan children in Africa in providing the facilities and resources to live and study.

HDI administers a Higher Education Alliance program where we bring speakers from the UN to various colleges and universities in the US. HDI also hosts an annual UN Boot Camp for college students.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$1720	\$580	\$250	\$80 - airport visa

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged or organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

HDI's is partnering with ACC, both U.S.-based non-profits. ACC runs children's centers in Blantyre and Lilongwe. Lilongwe is the capital of Malawi and U.S. Embassy is based there.

19. Name and location of hotel or other lodging facility:

Marriott Airport Hotel - Johannesburg (1 night transit); Crossroads Hotel - Lilongwe (2 nights);

ACC Guest Room - Blantyre (1 night).

20. Reason(s) for selecting hotel or other lodging facility:

Transit is required in Johannesburg based on flight itinerary, airport hotel is selected for convenience.

Crossroads Hotel in Lilongwe is selected because of proximity to meetings locations. ACC Guest Rooms in Blantyre are used for all guests visiting ACC. All lodging costs are within USG rates.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals and incidental expenses are within the prescribed allowable USG per diem rates for the travel locations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class international airfare. Ground transportation in Malawi.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Note

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Joseph Merante, Executive Director, HDI.

Venerable Hull, President, ACC.

Name of Organization: Humpty Dumpty Institute; Amitofo Charity Center.

Address: 527 Hudson Street #20061, NY, NY 10014; 941 S. Vermont Ave, Ste 101, #76, LA, CA 90006

Telephone Number: +1-212-944-7111; +1-626-264-2827

Fax Number: n/a

E-mail Address: joe.merante@thehdi.org info@acc-usa.org

Private Sponsor Certification - Page 4 of 4

